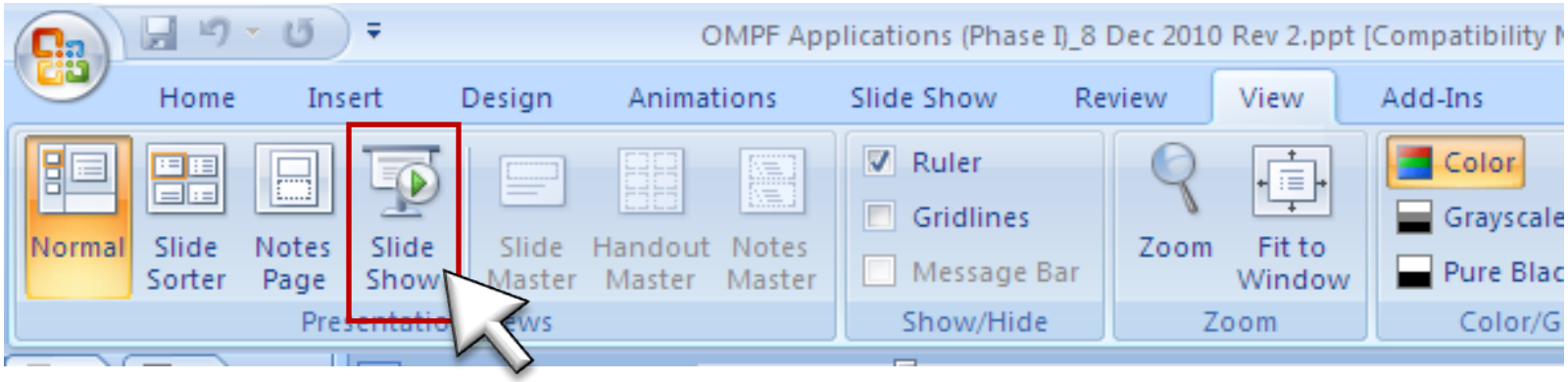
Official Military Personnel File (OMPF)
Command View
and
Administrator (Admin) Access
Applications

Phase I

For optimal viewing
please select the Slide Show option in the
View Toolbar.



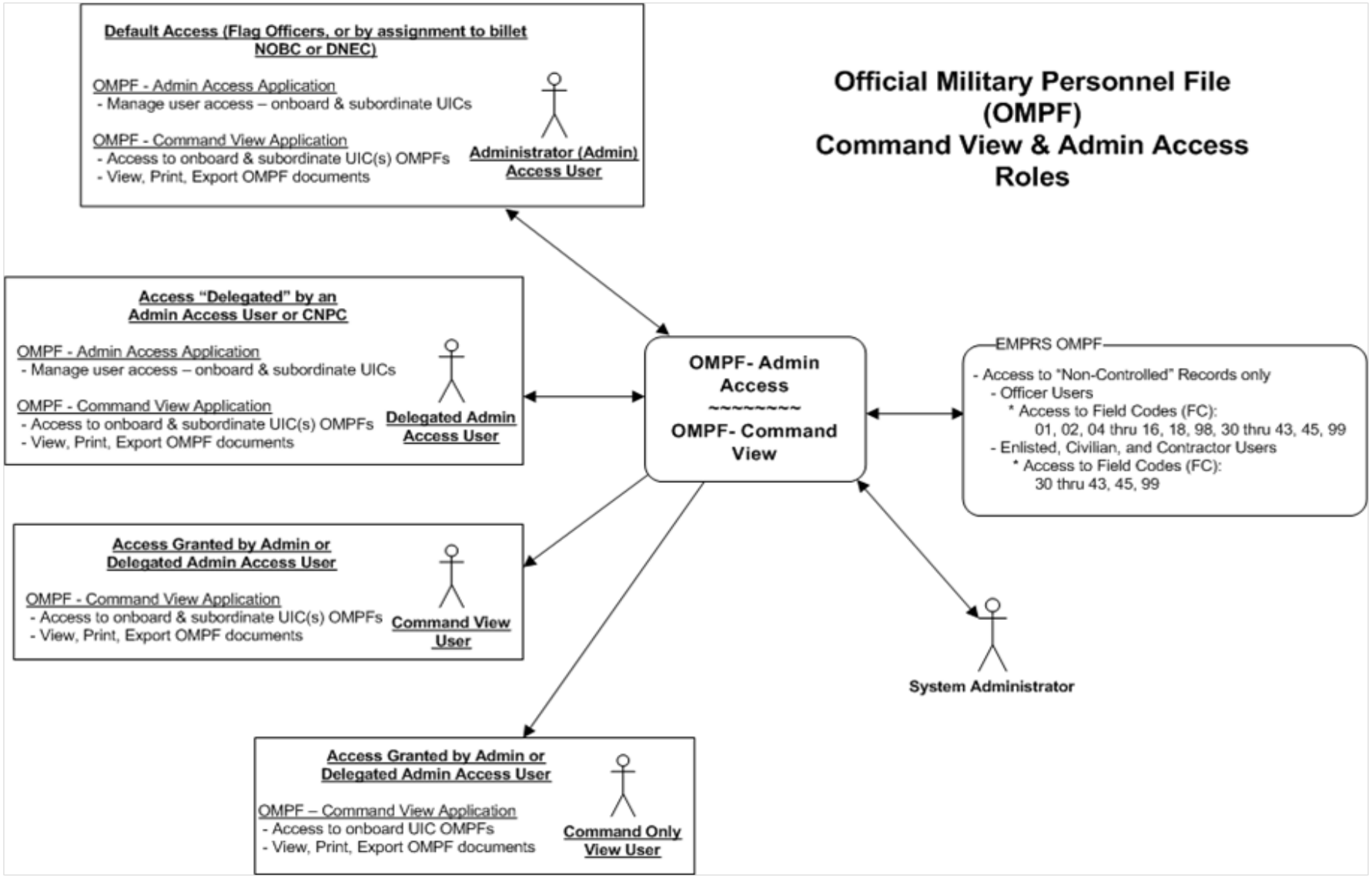
OMPF - Command View

- OMPF-Command View application provides command-level access to Official Military Personnel Files (OMPFs) maintained at Navy Personnel Command
- Will augment official personnel data sources (i.e. NSIPS ESR, EDVR) when information is not otherwise available
- Access to OMPFs limited within Access Control Lists (ACLs) set on:
  - Command/Administrative UIC hierarchies
  - Personnel office/supported customer UICs
  - Admin UICs/supported Reserve UICs

OMPF - Command View

- Roles are managed by commands through the OMPF- Admin Access application.
- All military personnel record information is classified as **“For Official Use Only**” with Protected Personal Information (PPI) covered by the Privacy Act.
- All authorized users must have on file with the command’s Information Assurance or Security Manager:
  - a current System Authorization Access Request – Navy (SAAR-N) form (OPNAV FORM 5239/14)
  - a current and approved Request for Access to Electronic Military Personnel Records System (EMPRS) (NAVPERS 1070/857)

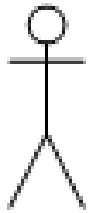
Application Access and Roles


Official Military Personnel File (OMPF)
Command View & Admin Access Roles
Default Access (Flag Officers, or by assignment to billet NOBC or DNEC)
OMPF - Admin Access Application
- Manage user access – onboard & subordinate UICs
OMPF - Command View Application
- Access to onboard & subordinate UIC(s) OMPFs
- View, Print, Export OMPF documents
Administrator (Admin) Access User
Access "Delegated" by an Admin Access User or CNPC
OMPF - Admin Access Application
- Manage user access – onboard & subordinate UICs
OMPF - Command View Application
- Access to onboard & subordinate UIC(s) OMPFs
- View, Print, Export OMPF documents
Delegated Admin Access User
OMPF- Admin Access
OMPF- Command View
EMPRS OMPF
- Access to "Non-Controlled" Records only
- Officer Users
* Access to Field Codes (FC):
01, 02, 04 thru 16, 18, 98, 30 thru 43, 45, 99
- Enlisted, Civilian, and Contractor Users
* Access to Field Codes (FC):
30 thru 43, 45, 99
Access Granted by Admin or Delegated Admin Access User
OMPF - Command View Application
- Access to onboard & subordinate UIC(s) OMPFs
- View, Print, Export OMPF documents
Command View User
System Administrator
Access Granted by Admin or Delegated Admin Access User
OMPF – Command View Application
- Access to onboard UIC OMPFs
- View, Print, Export OMPF documents
Command Only View User

<u>Automatic Access</u> – Flag Officers as well as assignment to specific billet NOBCs or DNECs

<u>OMPF – Admin Access Application</u>
- Manage user roles/access – onboard and subordinate UICs

<u>OMPF – Command View Application</u>
- Access to onboard & subordinate UIC(s) OMPFs
- View, Print, Export OMPF documents

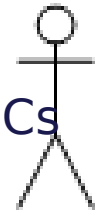


<u>Administrator (Admin) Access User</u>

“Delegated” by an Admin Access User or CNPC

OMPF – Admin Access Application
- Manage user roles/access – onboard and subordinate UICs

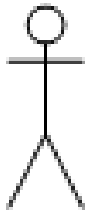
OMPF – Command View Application
- Access to onboard & subordinate UIC(s) OMPFs
- View, Print, Export OMPF documents



Delegated Admin Access User

Access Granted by Admin or Delegated Admin User

OMPF – Command View Application
- Access to onboard & subordinate UIC(s) OMPFs
- View, Print, Export OMPF documents



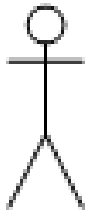
Command View User

For PSDs Users - OMPF access for PSD and Customer Command UICs

For Reserve Admin UICs - OMPF access for onboard and Reserve UICs

Access Granted by Admin or Delegated Admin User

OMPF – Command View Application
- Access to onboard UIC OMPFs
- View, Print, Export OMPF documents



Command-Only View User

Users are authorized ...

EMPRS OMPF

- Access to "Non-Controlled" Records

- Officer Users
  * Access to Field Codes (FC):
    01, 02, 04 thru 16, 18, 98, 30 thru 43, 45, 99

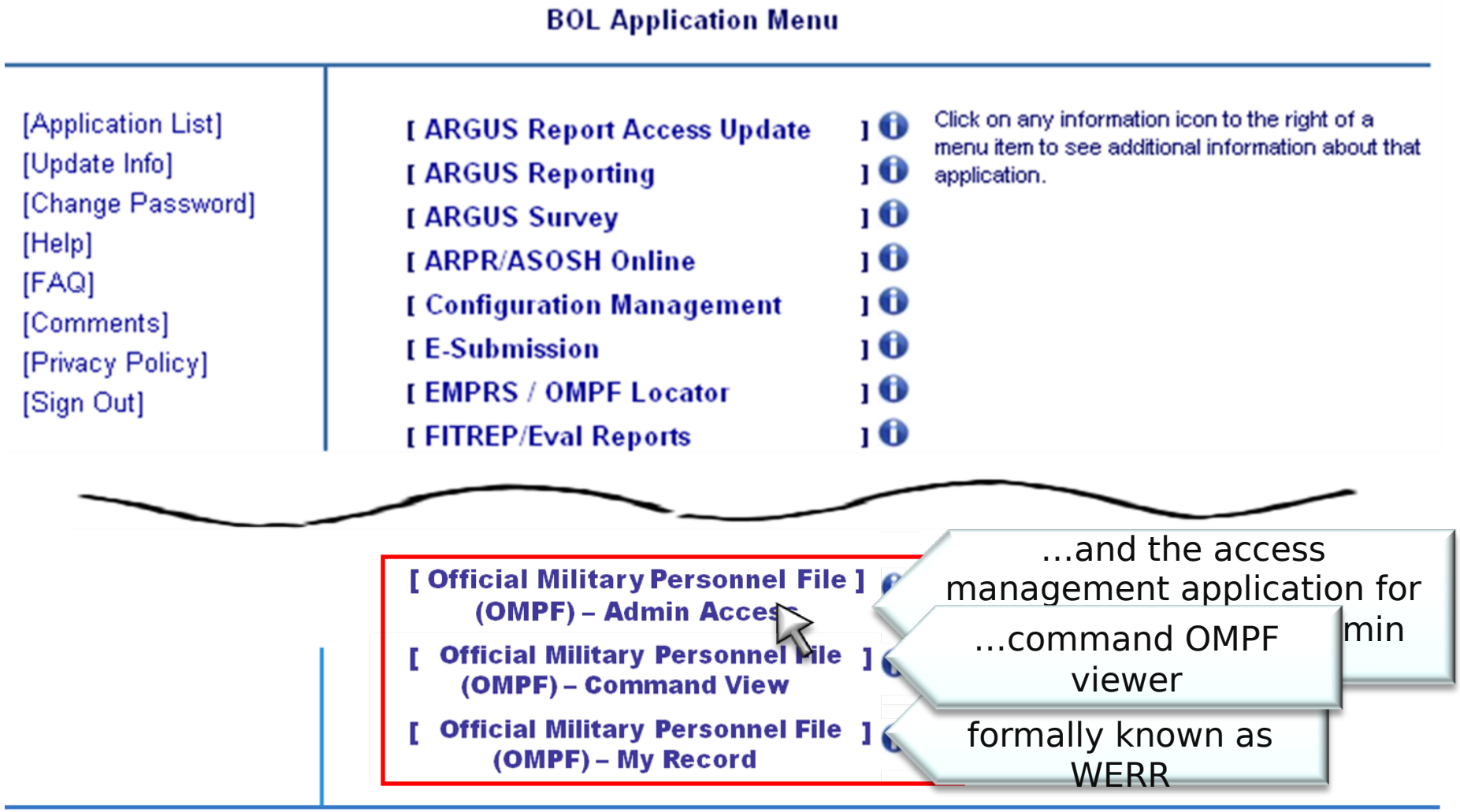
Officer field codes Enlisted field codes

- Enlisted, Civilian, and Contractor Users
  * Access to Field Codes (FC):
    30 thru 43, 45, 99

Enlisted field codes

Officer and Enlisted Field Codes are explained in MILPERSMAN articles 1070-020 and 1070-080

The OMPF Applications are located behind the BUPERS Online (BOL) portal.


BOL Application Menu
[Application List]
[Update Info]
[Change Password]
[Help]
[FAQ]
[Comments]
[Privacy Policy]
[Sign Out]
[ARGUS Report Access Update]
[ARGUS Reporting]
[ARGUS Survey]
[ARPR/ASOSH Online]
[Configuration Management]
[E-Submission]
[EMPRS / OMPF Locator]
[FITREP/Eval Reports]
Click on any information icon to the right of a menu item to see additional information about that application.
[Official Military Personnel File (OMPF) – Admin Acces
[Official Military Personnel File (OMPF) – Command View]
[Official Military Personnel File (OMPF) – My Record]
...and the access management application for
min
...command OMPF viewer
formally known as WERR

OMPF – Admin Access

Upon initial entry into the OMPF-Admin Access application, the Admin Access User must read and acknowledge this screen.

Administrator Access User

You are authorized to:

- **View OMPFs** — with default access based on your assigned billet(s)

Under the following conditions:

- **Command OMPF View User's Manual** — you've reviewed it
- **SAAR-N (OPNAV FORM 5239/14)** - you have a current SAAR-N on file with your Command's Information Assurance or Security Manager.
- **NAVPERS 1070/857** — you've read, signed, and completed one that's on file with the final approval authority

With the understanding that:

- **PII Spillage** — you are responsible and accountable for any Personally Identifiable Information as an Administrative Access User when granting access to other users within your Unit Identification Code (UIC) domain

Yes, I have read and consent to the terms of the provisions above

No, I do not consent to the terms of the provisions above

User will proceed to next screen upon acknowledgment and consent to terms..

Selecting "NO"… will return the user to the internet browser.

Upon each login Administrator Access and Delegated Admin Users

acknowledge responsibility for command and hierarchy.

Admin Access/Delegated Admin User Acknowledge

I understand:

- I will administer user access to the Official Military Personnel Files (OMPFs) within my UIC Hierarchy.

I certify all users I grant access:

- Have read and understand the Command OMPF View Users Manual.
- Have a current SAAR-N (OPNAV FORM 5239/14) on file with the Command's Information Assurance or Security Manager.
- Have a completed, signed, and approved NAVPERS 1070/857 on file as specified in the User's Manual.

I acknowledge:

- I further certify that I have read, completed, and signed a NAVPERS 1070/857 which is on file with the final approval authority.
- I am responsible and accountable for any Personally Identifiable Information (PII) spillage within my Unit Identification Code (UIC) domain.

Yes, I have read and consent to the terms of the provisions above

No, I do not consent to the terms of the provisions above

Selecting "Yes…" will allow the user to enter the application.

Selecting "No…" will return the user to the BOL main menu.

User can filter or sort on UIC or Activity …

Or by number of users or remaining user quotas

istration Screen.
s or Delegated Access user is
a command to manage user

Command View Administr

Return to UIC screen | Search for Records | Return to BOL

UIC	Activity Title	Delegated Admins	Remaining Admins	Assigned Users	Remaining Users
00060	Commander U.S. Fleet Forces Command	1	2	5	31
57012	Commander Naval Air Force, Atlantic	1	1	0	15
03365	ENTERPRISE (CVN 65)	1	15	12	307
09893					307
21853					307
23170					307
09732	COMCARAIRWING ONE	0	1	0	4
09731	COMCARAIRWING THREE	0	1	0	4
09736	COMCARAIRWING SEVEN	0	1	0	4
09748	COMCARAIRWING EIGHT	0	1	0	4

In this example, the user selects USS ENTERPRISE (CVN 65) to administer rights.

Commands within the User's Access Control List (ACL) are listed.

Totals for number of Delegated Admin & total Assigned Users, as well as remaining "quotas", are also listed.

This is the User Administration Screen.

User can sort or filter on last 4 of SSNs…

…ame and # of users and …ted Access user can manage user …mand as well as audit OMPF access

Names…

Rank, Ra… Pay Grad…

Dropdown on access levels…

…cer, Enlist… …ilian statu…

Filter on who granted access…

if access or has expired

and audit OMPF access

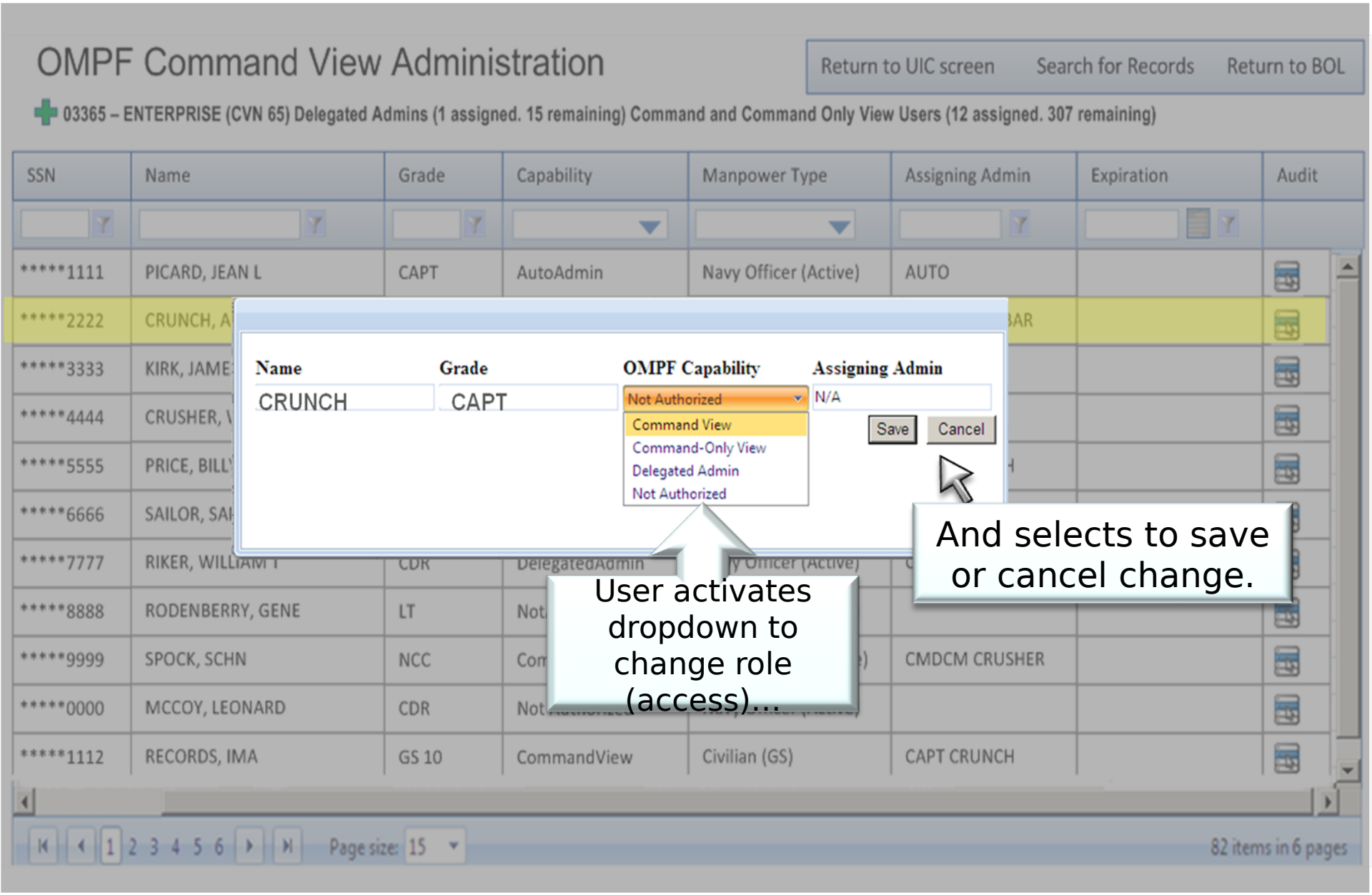
…TERPRISE (… …elegated Adm… …igned. 15 re… …Command and … …Only View User… …igned. 307 remain…

SSN	Name	Grade	Capability	Manpower Type	Assigning Admin	Expiration	Audit
*****1111	PICARD, JEAN L	CAPT	AutoAdmin	Navy Officer (Active)	AUTO		
*****2222	CRUNCH, A C	CAPT	DelegatedAdmin	Navy Officer (Reserves)	ADMIRAL AKBAR		
*****3333	KIRK, JAMES T	ENS	NotAuthorized	Navy Officer (Active)			
*****4444							
*****5555	PRICE, BILLY	PS2	CommandOnlyView	Navy Enlisted (Active)	CAPT CRUNCH		
*****6666	SAILOR, SAMUEL	YNC	CommandOnlyView	Navy Enlisted (Active)	CMDCM CRUSHER		
*****7777	RIKER, WILLIAM T	CDR	DelegatedAdmin	Navy Officer (Active)	CMDCM CRUSHER		
*****8888	RODENBERRY, GENE	LT	NotAuthorized	Navy Officer (Active)			
*****9999	SPOCK, SCHN	NCC	CommandView	Navy Enlisted (Active)	CMDCM CRUSHER		
*****0000	MCCOY, LEONARD	CDR	Not Authorized	Navy Officer (Active)			
*****1112	RECORDS, IMA	GS 10	CommandView	Civilian (GS)	CAPT CRUNCH		

1 2 3 4 5 6 7 8 9 Page size: 10 82 items in 9 pages

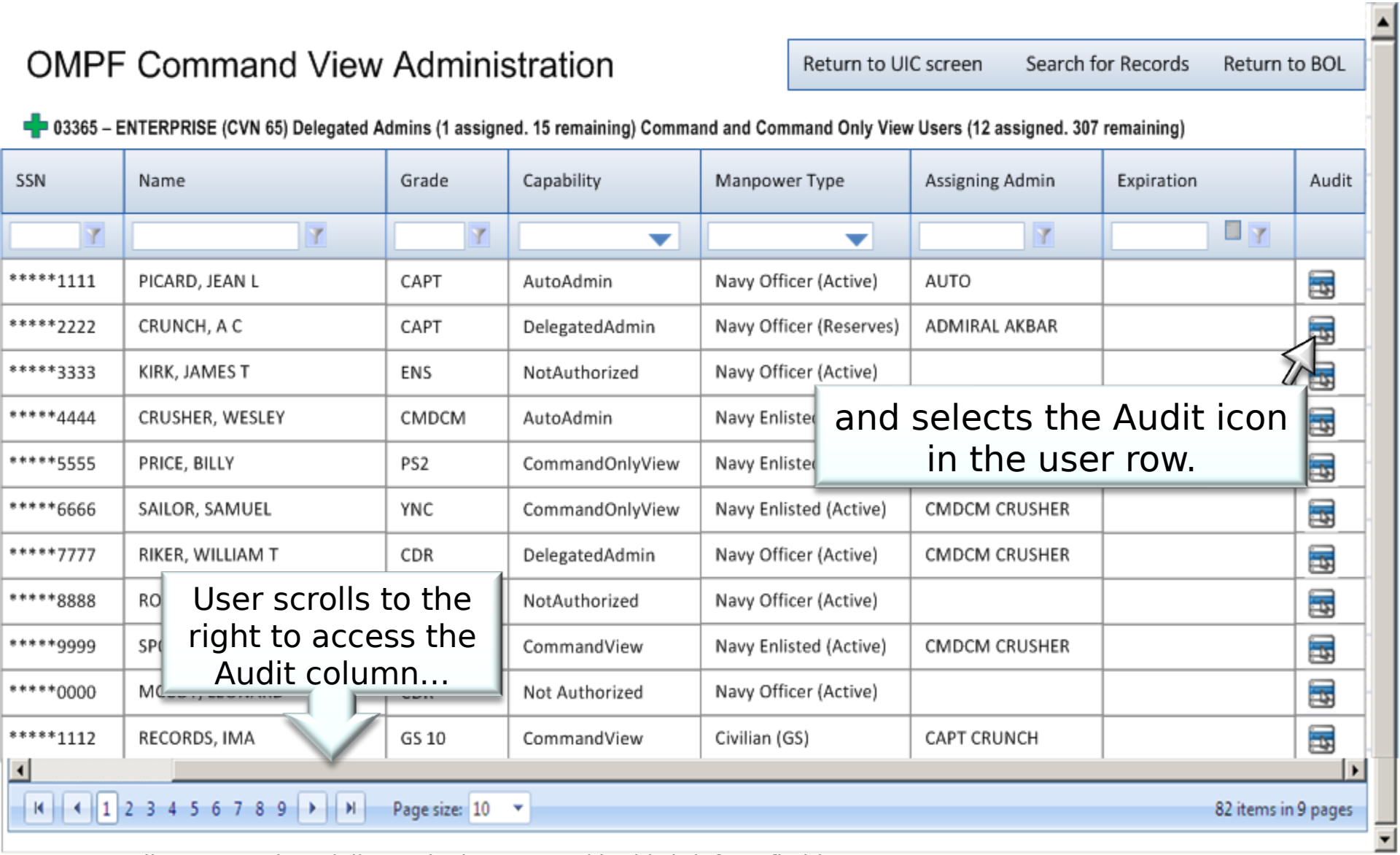
In this example, the user selects Captain Crunch to administer access.

Note: All names and partially-masked SSN's used in this brief are fictitious.



Note: All names and partially-masked SSN's used in this brief are fictitious.

The Admin Access or Delegated Admin user' can select a user and view what OMPFs were accessed.


OMPF Command View Administration
Return to UIC screen
Search for Records
Return to BOL
03365 – ENTERPRISE (CVN 65) Delegated Admins (1 assigned. 15 remaining) Command and Command Only View Users (12 assigned. 307 remaining)
SSN
Name
Grade
Capability
Manpower Type
Assigning Admin
Expiration
Audit
*****1111 PICARD, JEAN L CAPT AutoAdmin Navy Officer (Active) AUTO
*****2222 CRUNCH, A C CAPT DelegatedAdmin Navy Officer (Reserves) ADMIRAL AKBAR
*****3333 KIRK, JAMES T ENS NotAuthorized Navy Officer (Active)
*****4444 CRUSHER, WESLEY CMDCM AutoAdmin
*****5555 PRICE, BILLY PS2 CommandOnlyView
*****6666 SAILOR, SAMUEL YNC CommandOnlyView Navy Enlisted (Active) CMDCM CRUSHER
*****7777 RIKER, WILLIAM T CDR DelegatedAdmin Navy Officer (Active) CMDCM CRUSHER
*****8888 NotAuthorized Navy Officer (Active)
*****9999 CommandView Navy Enlisted (Active) CMDCM CRUSHER
*****0000 Not Authorized Navy Officer (Active)
*****1112 RECORDS, IMA GS 10 CommandView Civilian (GS) CAPT CRUNCH
and selects the Audit icon in the user row.
User scrolls to the right to access the Audit column…
1 2 3 4 5 6 7 8 9
Page size: 10
82 items in 9 pages

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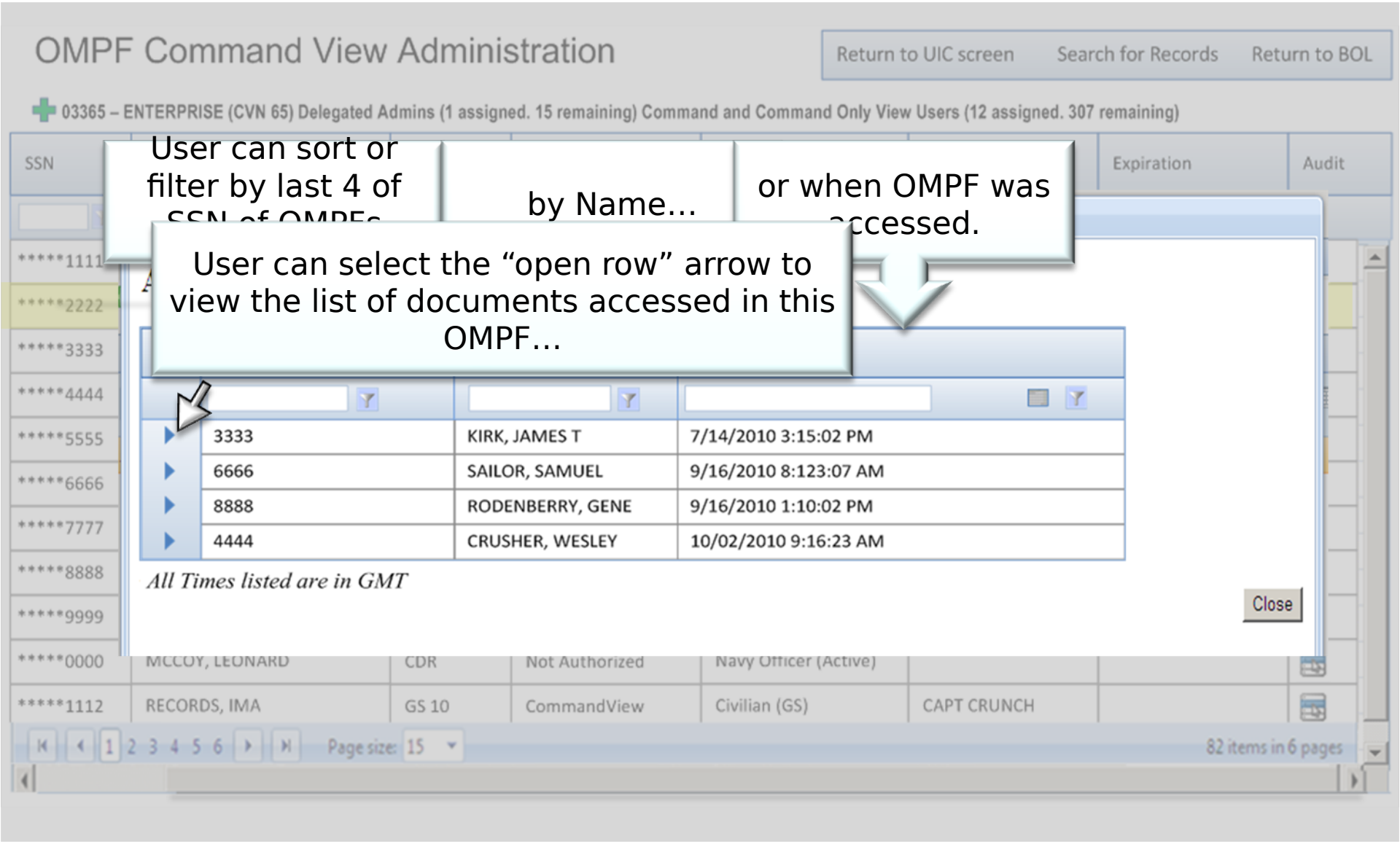
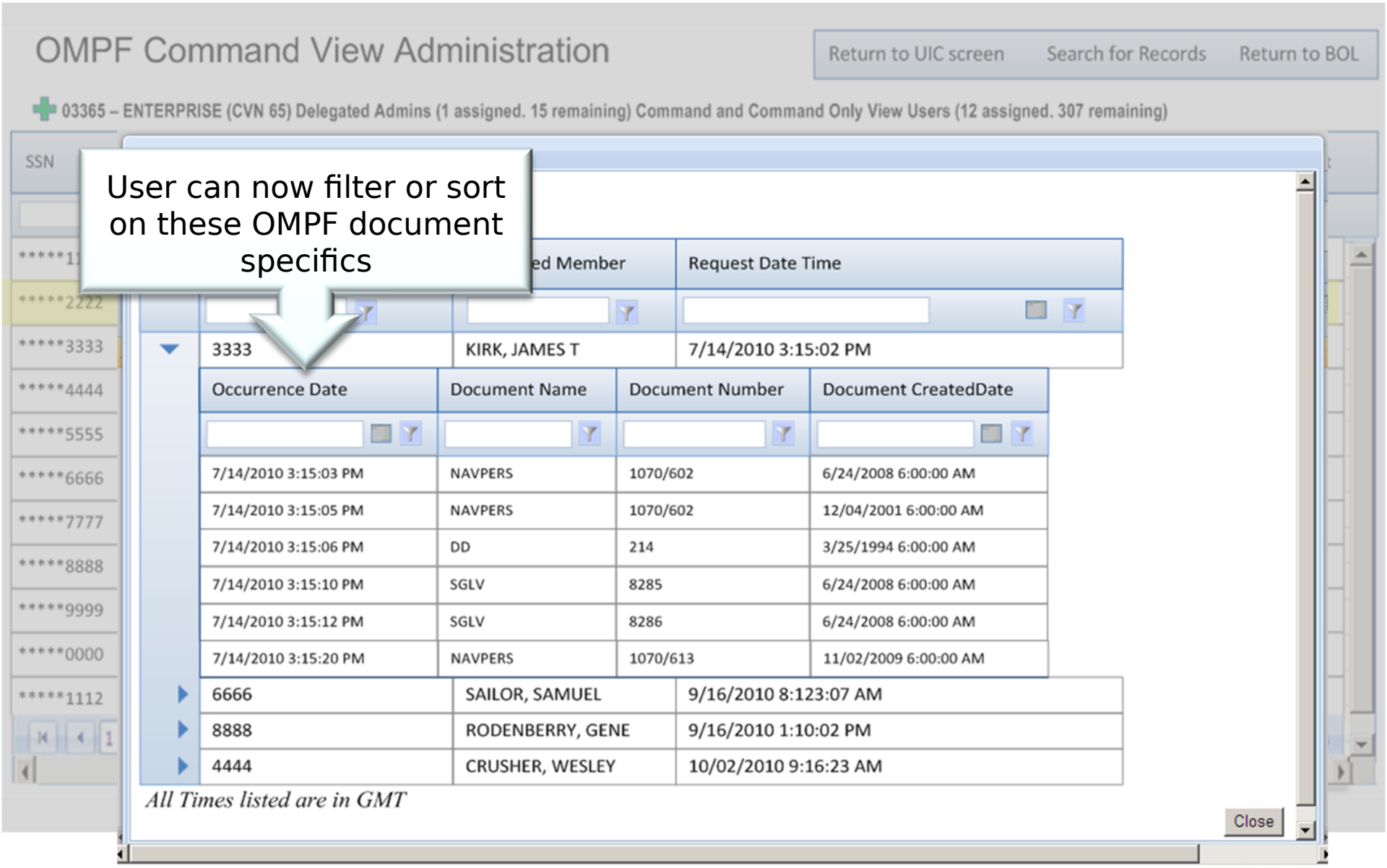

OMPF Command View Administration
Return to UIC screen
Search for Records
Return to BOL
03365 – ENTERPRISE (CVN 65) Delegated Admins (1 assigned. 15 remaining) Command and Command Only View Users (12 assigned. 307 remaining)
SSN
Expiration
Audit
User can sort or filter by last 4 of
by Name…
or when OMPF was accessed.
User can select the “open row” arrow to view the list of documents accessed in this OMPF…
3333 KIRK, JAMES T 7/14/2010 3:15:02 PM
6666 SAILOR, SAMUEL 9/16/2010 8:123:07 AM
8888 RODENBERRY, GENE 9/16/2010 1:10:02 PM
4444 CRUSHER, WESLEY 10/02/2010 9:16:23 AM
All Times listed are in GMT
Close
*****1111
*****2222
*****3333
*****4444
*****5555
*****6666
*****7777
*****8888
*****9999
*****0000 MCCOY, LEONARD CDR Not Authorized Navy Officer (Active)
*****1112 RECORDS, IMA GS 10 CommandView Civilian (GS) CAPT CRUNCH
1 2 3 4 5 6
Page size: 15
82 items in 6 pages

Note: All names and partially-masked SSN’s used in this brief are fictitious.



Note: All names and partially-masked SSN's used in this brief are fictitious.

The Admin Access or Delegated Admin user can select the “Return to UIC” tab to manage access for another UIC, or...

OMPF Command View Administration

Return to UIC screen | Search for Records | Return to BOL

03365 – ENTERPRISE (CVN 65) Delegated Admins (1 assigned. 15 remaining) Command and Command Only View Users (12 assigned. 307 remaining)

SSN	Name	Grade	Capability	Manpower Type	Assigning Admin	Expiration	Audit
*****1111	PICARD, JEAN L	CAPT	AutoAdmin	Navy Officer (Active)	AUTO		
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*****3333	KIRK, JAMES T	ENS	NotAuthorized	Navy Officer (Active)			
*****4444	CRUSHER, WESLEY	CMDCM	AutoAdmin	Navy Enlisted (Active)	AUTO		
*****5555	PRICE, BILLY	PS2	CommandOnlyView	Navy Enlisted (Active)	CAPT CRUNCH		
*****6666	SAILOR, SAMUEL	YNC	CommandOnlyView	Navy Enlisted (Active)	CMDCM CRUSHER		
*****7777	RIKER, WILLIAM T	CDR	DelegatedAdmin	Navy Officer (Active)	CMDCM CRUSHER		
*****8888	RODENBERRY, GENE	LT	NotAuthorized	Navy Officer (Active)			
*****9999	SPOCK, SCHN	NCC	CommandView	Navy Enlisted (Active)	CMDCM CRUSHER		
*****0000	MCCOY, LEONARD	CDR	Not Authorized	Navy Officer (Active)			
*****1112	RECORDS, IMA	GS 10	CommandView	Civilian (GS)	CAPT CRUNCH		

1 2 3 4 5 6 Page size: 15 82 items in 6 pages

Note: All names and partially-masked SSN’s used in this brief are fictitious.

OMPF – Command View

BOL Application Menu

[Application List]
[Update Info]
[Change Password]
[Help]
[FAQ]
[Comments]
[Privacy Policy]
[Sign Out]

[ARGUS Report Access Update]
[ARGUS Reporting]
[ARGUS Survey]
[ARPR/ASOSH Online]
[Configuration Management]
[E-Submission]
[EMPRS / OMPF Locator]
[FITREP/Eval Reports]

Click on any information icon to the right of a menu item to see additional information about that application.

[Official Military Personnel File] (OMPF) – Admin Access

[Official Military Personnel File (OMPF) – Command View]

[Official Military Personnel File (OMPF) – My Record]

...command OMPF viewer

Authorized viewers must acknowledge in order to enter the OMPF-Command View application.

Protection of Official Record Information

Documents are intended for review by:

- **The individual record subject**
- **Authorized personnel**
- **On a need-to-know basis**

in the performance of official duties.

For Official Military Personnel File:

(Instructions/Corrections/Updates) refer to:

- **MILPERSMAN 1070 series.**
- **BUPERSINST 1070.27 series.**

Under the following conditions:

- **NAVPERS 1070/857**- you've read, signed, and completed one that's on file with the final approval authority.

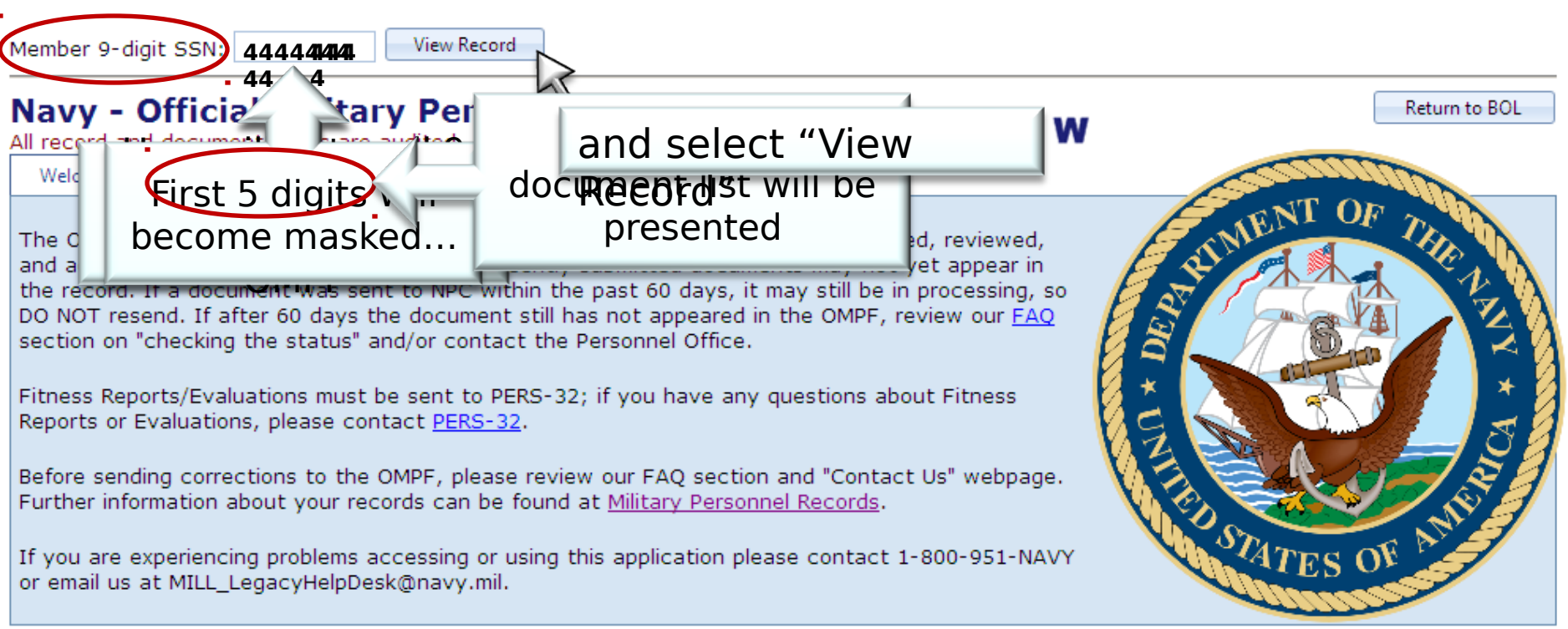
With the understanding that:

- Any unauthorized use or disclosure can result in a **misdemeanor conviction and a fine of up to $5,000.00.**
- The Navy Mili[illegible] Personnel Records System is an official Navy [illegible]tem of Records maintained in [illegible]ordance with the Privacy Act of 1974 (PL 93-5[illegible] and

Selecting “YES” will navigate the user to the Welcome Screen.

Selecting “No”… will return the user to the BOL main menu.

This is the Welcome Screen.


Member 9-digit SSN:
444444444
View Record
Return to BOL
First 5 digits will become masked...
and select “View Record”
document list will be presented
The C
ed, reviewed,
and a
yet appear in
the record. If a document was sent to NPC within the past 60 days, it may still be in processing, so DO NOT resend. If after 60 days the document still has not appeared in the OMPF, review our FAQ section on "checking the status" and/or contact the Personnel Office.
Fitness Reports/Evaluations must be sent to PERS-32; if you have any questions about Fitness Reports or Evaluations, please contact PERS-32.
Before sending corrections to the OMPF, please review our FAQ section and "Contact Us" webpage. Further information about your records can be found at Military Personnel Records.
If you are experiencing problems accessing or using this application please contact 1-800-951-NAVY or email us at MILL_LegacyHelpDesk@navy.mil.
DEPARTMENT OF THE NAVY
UNITED STATES OF AMERICA

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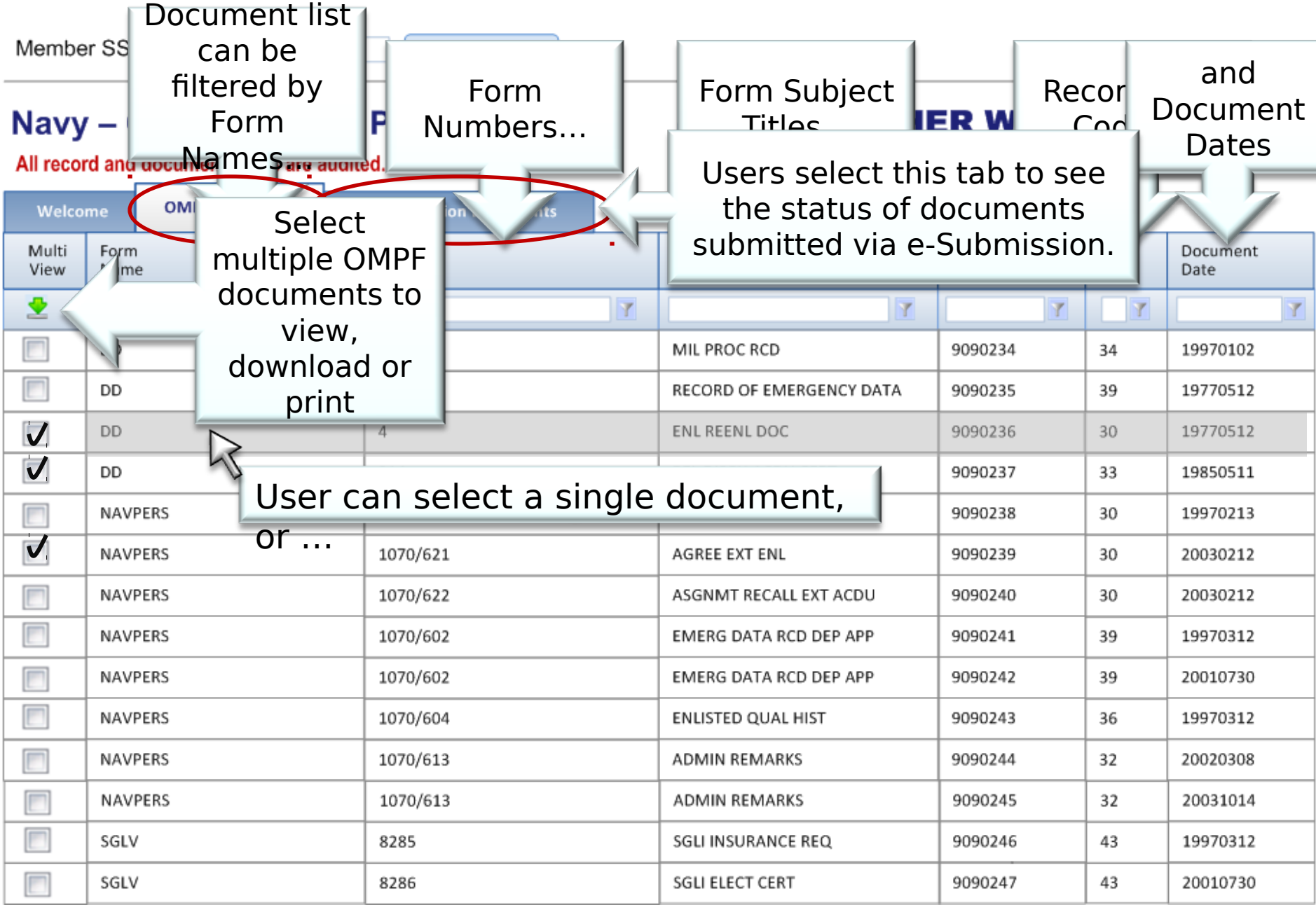
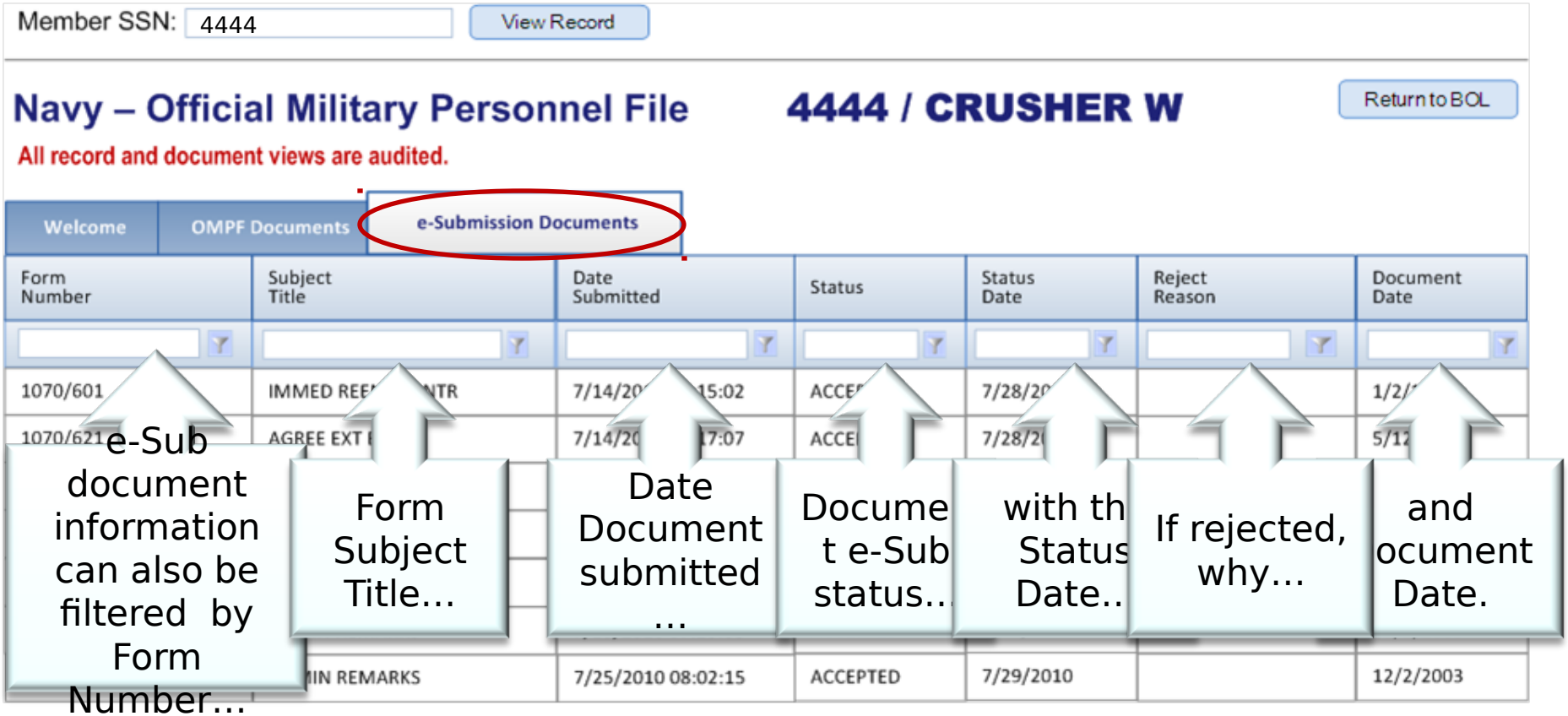
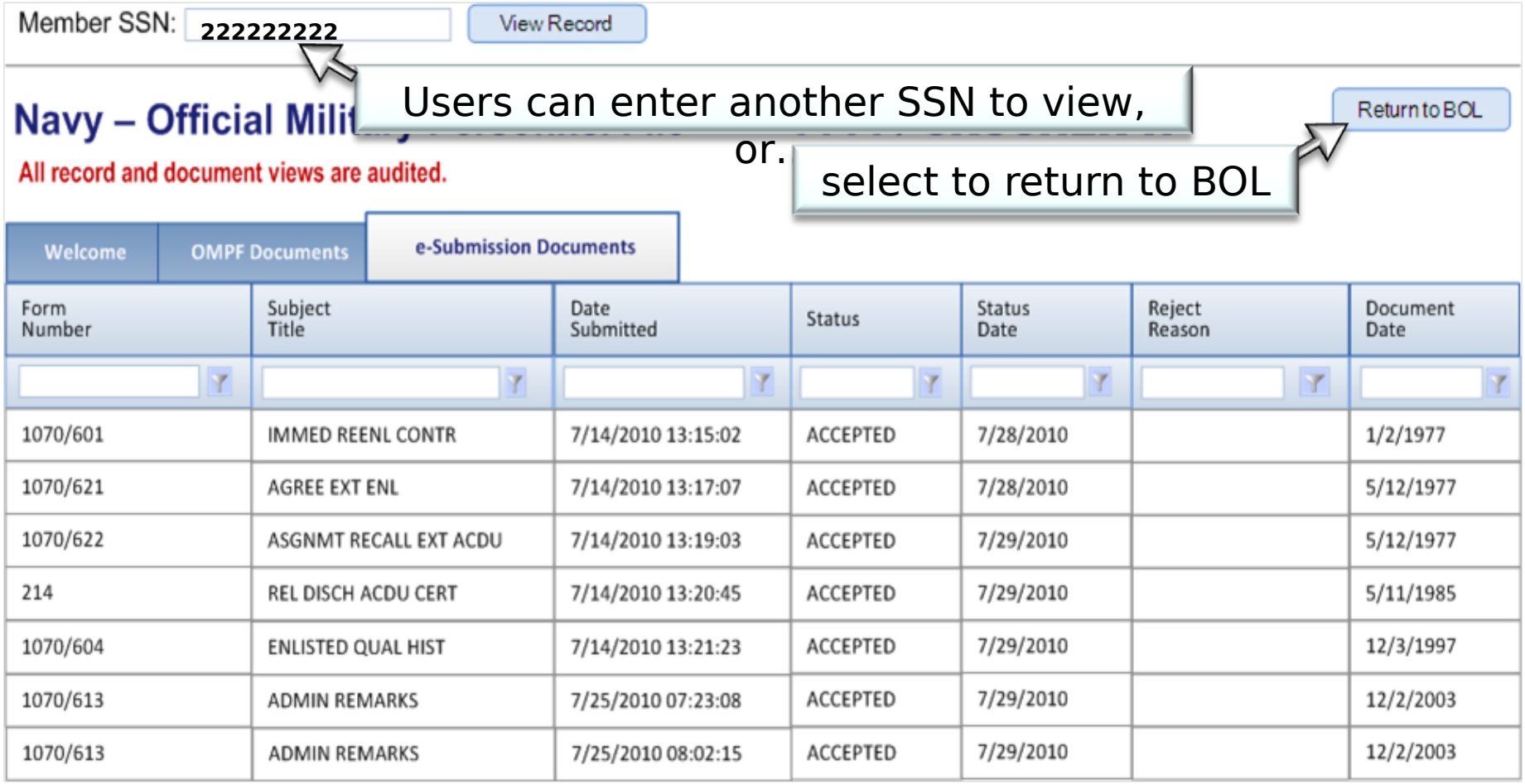

Member SS
Navy –
All record and documents are audited.
Welcome
Document list can be filtered by Form Names
Form Numbers…
Form Subject Titles
Recor Cod
and Document Dates
Users select this tab to see the status of documents submitted via e-Submission.
Select multiple OMPF documents to view, download or print
User can select a single document, or …
Multi View
Form Name
Document Date
MIL PROC RCD 9090234 34 19970102
DD RECORD OF EMERGENCY DATA 9090235 39 19770512
DD 4 ENL REENL DOC 9090236 30 19770512
DD 9090237 33 19850511
NAVPERS 9090238 30 19970213
NAVPERS 1070/621 AGREE EXT ENL 9090239 30 20030212
NAVPERS 1070/622 ASGNMT RECALL EXT ACDU 9090240 30 20030212
NAVPERS 1070/602 EMERG DATA RCD DEP APP 9090241 39 19970312
NAVPERS 1070/602 EMERG DATA RCD DEP APP 9090242 39 20010730
NAVPERS 1070/604 ENLISTED QUAL HIST 9090243 36 19970312
NAVPERS 1070/613 ADMIN REMARKS 9090244 32 20020308
NAVPERS 1070/613 ADMIN REMARKS 9090245 32 20031014
SGLV 8285 SGLI INSURANCE REQ 9090246 43 19970312
SGLV 8286 SGLI ELECT CERT 9090247 43 20010730

Note: All names and partially-masked SSN's used in this brief are fictitious.



Note: All names and partially-masked SSN's used in this brief are fictitious.


Member SSN: 222222222
View Record
Users can enter another SSN to view,
or.
select to return to BOL
Return to BOL
Navy – Official Mili
All record and document views are audited.
Welcome
OMPF Documents
e-Submission Documents
Form Number
Subject Title
Date Submitted
Status
Status Date
Reject Reason
Document Date
1070/601 IMMED REENL CONTR 7/14/2010 13:15:02 ACCEPTED 7/28/2010 1/2/1977
1070/621 AGREE EXT ENL 7/14/2010 13:17:07 ACCEPTED 7/28/2010 5/12/1977
1070/622 ASGNMT RECALL EXT ACDU 7/14/2010 13:19:03 ACCEPTED 7/29/2010 5/12/1977
214 REL DISCH ACDU CERT 7/14/2010 13:20:45 ACCEPTED 7/29/2010 5/11/1985
1070/604 ENLISTED QUAL HIST 7/14/2010 13:21:23 ACCEPTED 7/29/2010 12/3/1997
1070/613 ADMIN REMARKS 7/25/2010 07:23:08 ACCEPTED 7/29/2010 12/2/2003
1070/613 ADMIN REMARKS 7/25/2010 08:02:15 ACCEPTED 7/29/2010 12/2/2003

Note: All names and partially-masked SSN's used in this brief are fictitious.

Resources

User guide and access form (NAVPERS 1070/857)
HTTP://WWW.NPC.NAVY.MIL/CAREERINFO/RECORDSMANAGEMENT/OMPF_CMDVIEW.HTM

Questions? 1-866-U-ASK-NPC or email to
CSCMAILBOX@NAVY.MIL